

**RAMSTEIN AIR BASE CIVILIAN PERSONNEL FLIGHT
US APPROPRIATED FUND EMPLOYMENT SECTION**

CHECKLIST FOR EXTERNAL US APPLICATIONS

Building 2120, Room 123 Office Hours: 0800-1600 Monday through Friday; Closed Holidays, Family Days and Goal Days Unit 3220 Box 365 DSN 480-7092 or Commercial 06371-47-7092 Job announcements on the Internet: http://www.ramstein.af.mil/435mss/cpo	435 MSS/DPCS APO AE 09094
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New job listings are posted daily at 0800 at Customer Service and by 1200 on the website.

Individuals should submit a copy of the application packet which includes the following:

1. Application for Federal Employment (SF-171, OF-612, or Personal Resume). **All applications must contain information required in the OF 510 "Applying for a Federal Job", specifically-Employer's Name/Address, Supervisor's Name/Telephone Number, Hours per week worked, Complete Mo/Yr dates.**
2. Knowledge, Skills, and Abilities Statement, if required.
3. College transcripts required if combining or substituting education for experience. (See Note 1).
4. Prior GS/WG employees must include a copy of SF-50 showing the type of appointment.
5. Former Military Members: DD 214 (Member Copy 4). **Note: 10-Point Veterans must include VA letter dated no earlier than one year AND a completed SF-15.**
6. PCS orders, if applying as a family member. If applicant's name is not on the PCS orders, please provide a marriage certificate and the command sponsorship letter in addition to the orders.
7. Preference/Contact Information Sheet.
8. Self-Certification of Proficiency in Typing and Shorthand, when required by the position.
9. USAFE Form 16, Local Applicant Questionnaire.
10. Statement of Understanding for Military Spouse Preference (if applicable)
11. OF 306, Declaration for Federal Employment.

Applicants currently employed with another Federal Agency (i.e. Army, DFAS, DoDDS) including NAF/AAFES must submit the following forms (in addition to the above mentioned):

1. SF 50 (Army, DFAS, DoDDS etc.)
2. AF Form 2545 Air Force NAF
3. DA Form 3434 for Army NAF
4. 1200-75 AAFES

These forms must contain this information:

- Original Appointment
- Completion of Probationary Period
- Career Tenure
- Current Position Status

NOTES:

- (1) When "education above high school" is needed to qualify for the position (either combined with experience or to substitute for all experience), we must have transcripts. If you fail to submit the transcripts to verify education, we will be unable to give you credit for the education and you may miss consideration for the position.
- (2) It is the applicant's responsibility to ensure packages are complete. **Incomplete applications will not be considered.**
- (3) It is the applicant's responsibility to ensure all signatures and dates on forms are original and in ink.
- (4) A separate application packet is required for each job announcement.
- (5) All application forms must be dated the day they are submitted!

435 MSS/DPCS – FL 33 (Dec 2003)

MSP CHOICE: FROM 1 JUNE 2001- 31 MAY 2003, WE WERE UNDER A DOD-APPROVED TRIAL PERIOD WHICH ALLOWED MILITARY SPOUSES TO APPLY AND BE SELECTED FOR AN UNLIMITED NUMBER OF TEMPORARY, TERM, OR "FLEXIBLE CATEGORY" POSITIONS WITHOUT LOSING MILITARY SPOUSE PREFERENCE. ALTHOUGH WE ARE OUTSIDE THE TRIAL PERIOD, WE WILL CONTINUE UNDER THESE RULES UNTIL A FINAL DECISION IS MADE BY DOD.